

WASHINGTON STATE CONSERVATION COMMISSION

WSCC POLICY No. 05-06 COMM

**COMMISSION MEMBERS,  
EXECUTIVE DIRECTOR and DESIGNEES TRAVEL**

*(This policy replaces the prior WSCC Administrative Out-of-State Travel Authorization-July 17, 1997, Interim Approval for Commission Member Travel-May 21, 1998)*

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GENERAL TOPIC: **Approval of Commission Members, Executive Director, and Designees, Travel In and Out of State**

APPROVED: By the Commission at the January 2006 Meeting DATE ISSUED: January 19, 2006

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**PURPOSE**

This policy is to define the approval process of Commission members, the Executive Director and designees providing a service or advice to the Commission. This policy includes travel in and out of state as well as travel between scheduled meetings.

**POLICY**

There are two approval processes for travel.

- **Preauthorized Travel**
- **Other**

**Preauthorized Travel:**

- Regular and special Commission meetings.
- WACD meetings.
- Attending meetings of conservation districts, USDA or meetings with other entities in Washington State for the purpose of furthering the vision, mission and values of the Conservation Commission as specified in the agency strategic plan.
- If the Commission member or Executive Director, as a representative of the Washington State Conservation Commission, serves as an officer/member of a regional or national association, committee, or task force, travel is authorized as necessary to meet the requirements of that position.

**Other Travel:**

- Travel authorization for the members, Executive Director and designees can be an action of the Conservation Commission when meeting in regular session stating travelers, month of travel and purpose.

- Should the need arise between scheduled meetings, travel for the Commission members, designees and the Executive Director shall be authorized by the Executive Director or the Commission chairperson.

## **PROCEDURE**

### **Travel Arrangements**

Arrangements for lodging, transportation, and registrations can be made through the Executive Assistant to ensure state regulations are followed.

Commission members are authorized to use the agency travel agent to arrange transportation and lodging.

### **Travel Reimbursement**

Travel reimbursement will follow the regulations stated in the Office of Financial Management State Administrative Accounting Manual. (SAAM) Chapter 10.

SAAM Chapter 10.10.50 states that travelers are to receive approval by the agency head or authorizing body before embarking on out-of-state travel. Out-of-state travel is anywhere outside the boundaries of the state of Washington with the exception of travel to counties and/or cities in the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho or Washington-Oregon which is not considered to be out-of-state. Subsection to SAAM 10.10.50a.

### **Commission Member Travel Request for Payment**

The Commission Member Travel Request for Payment Form is required to be completed on a monthly basis when travel has occurred and sent to the Executive Assistant for reimbursement. (*See Example Attachment A*)

Reimbursements cannot be processed without a signature and original receipts. Meal receipts are not necessary.

### **References:**

SAAM Chapter 10 and RCW 89.08.030,



Washington State  
**Conservation**  
Commission

**EXAMPLE  
ATTACHMENT A**

PO Box 47721 ■ OLYMPIA, WA 98504-7721

## COMMISSION MEMBER TRAVEL REQUEST FOR PAYMENT

Name:			
Home Address:			
Location of Meeting/Activity:			
Purpose:			
Departure Date:		Departure Time:	
Return Date:		Return Time:	

### MODE OF TRAVEL

***Please Attach Original Receipts for Plane, and Rental Car Claimed***

☐ Plane    ☐ Rental Car    ☐ Private Car    ☐ Taxi/Shuttle    ☐ Other \_\_\_\_\_

Fare for travel:			Parking Charge:		
From:			To:		
From:			To:		
From:			To:		
Mileage (Roundtrip):					

### LODGING EXPENSES

***Please Attach Original Lodging Receipt***    ☐ ***Lodging Receipt***

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

SIGNATURE OF TRAVELER: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_